

# Meadowlark Collective

## Policies and Procedures Manual

“The true aim of education is to order a child’s affections--to teach him to love what he ought and hate what he ought... We have been charged to cultivate the souls of our children, to nourish them in truth, goodness, and beauty, to raise them up in wisdom and eloquence.

It is to those ends that we labor.”

Sarah MacKenzie, *Teaching from Rest*

### ***Our Educational Philosophy***

We believe that our children are born persons created in the image of God, and that education is a discipline, an atmosphere, and a life. Ravi Scott Jain defines Christian classical education in his book *The Liberal Arts Tradition* as an education that, “cultivates the virtue of the student in body, heart, and mind, while nurturing a love for wisdom under the lordship of Christ.” At Meadowlark Collective, we seek to cultivate the virtue of our students through the restful, contemplative pursuit of all that is good, true, and beautiful in this world God has created, while agreeing with Charlotte Mason when she writes that “God the Holy Spirit is Himself, personally, the Imparter of knowledge, the Instructor of youth, the Inspirer of genius.” Our goal as parent educators is to faithfully create an atmosphere where our students can grow in wisdom and knowledge, and where their character can be shaped and formed through the work that God has for them in these early years of their lives.

We believe that an important part of that work revolves around the relationships our students are able to develop with other fellow-learners and dedicated mentors. We also believe that students excel when they are presented with a feast of ideas and the freedom to contemplate them. Because of those beliefs, we aim to create a space where the relationships between students, mentors, and ideas can grow and flourish. Meadowlark Collective exists to provide an effective, communal, and restful learning experience for multiple grades through proficient educators in specific core subjects such as literature, writing, fine art, logic, and science. At Meadowlark Collective, our goal is to help fellow parent educators to fulfill the calling of faithfully educating their children through a rigorous curriculum, engaging mentors, and an atmosphere that draws their hearts, souls, and minds to love what ought to be loved.

## ***Our Board of Education***

Joanna Bursch - Director

Judy Kay Kyker - On Campus Administrator

Lacey Keigley

Hilary Forrest

## ***Our Enrollment Policy***

It is our hope that Meadowlark grows by word of mouth and referrals from currently enrolled families.

If there is a family interested in Meadowlark, they may first contact our Director and then any other Board Member. Enrollment for the school year opens in the Spring prior to the next year. Completion of the the enrollment form will secure space for your family.

A system of evaluation of class participation and academic performance will be in place. This could affect continuation at Meadowlark and re-application eligibility.

## ***Our Fee Policy***

- Non-refundable membership registration of \$150 per family per year will be collected to confirm your family's place. This will cover the facility and registration fees.
- A minimal per family fee will be collected each year to cover the cost of insurance.
- A supply list will be sent before classes begin. This list will include classroom materials such as textbooks, as well as any lab or additional supply fees specific to that class.
- A payment of 50% of tuition is due by August 15th. The remainder of the balance is due December 12th. A late fee of \$25 will be applied to any payment made after these dates.
- All payments should be made by cash, check, card or through Paypal. If paying through PayPal, payments must be made under "Friends and Family" option. If this is not selected, you will be invoiced for a subsequent fee. Card payments also carry additional fees. If you need to pay by card, contact Teri Lee Sands at [finances@meadowlarkcollective.org](mailto:finances@meadowlarkcollective.org) for adjusted payment amount.
- All fees are non-refundable.

## ***Our Visitor Policy***

- Any visitors, including guest speakers, wishing to attend classes must receive prior approval before doing so from both the board and the teacher of the class. Please keep visitor requests to a minimum.
- For the safety of Meadowlark, all visitors must check in with the On Campus Administrator.
- All visitors must follow rules as addressed in this Policies & Procedures manual while on the premises.

## ***Our Telephone/Cell Phone Policy***

As a rule, we do not use the telephone that belongs to the church where we meet. Teachers should have their cell phones set to silent or vibrate while leading a class so as not to interrupt the class time. Unless it is a dire emergency, do not use your cell phone during class time.

Students may bring cell phones to Meadowlark, but they must be on silent mode and kept in their bag. We want our students to build relationships with each other. If a student's cell phone is out during school hours the phone will be removed from the student for the remainder of the day.

**DISCLAIMER: IF PERSONAL ELECTRONIC EQUIPMENT IS BROUGHT ON THE PREMISES DURING THE DAY AND GETS BROKEN, TAMPERED WITH OR DISAPPEARS ALTOGETHER, NEITHER Meadowlark NOR THE BOARD MEMBERS ARE LIABLE OR RESPONSIBLE. PARENTS MUST RECTIFY THESE SITUATIONS ON THEIR OWN.**

## ***Our School Calendar***

Meadowlark Collective typically meets for about 30 weeks each academic year. A specific calendar is available online.

## ***Our Communication Policy***

We will communicate primarily via email.

Meadowlark has a website at [meadowlarkcollective.org](http://meadowlarkcollective.org)

Meadowlark has an Instagram account - find us at [meadowlark-collective](https://www.instagram.com/meadowlark-collective).

Students who are 8th grade and above will be required to have a gmail account and will be expected to communicate with their teachers in this manner.

Parents will be given an emergency number by which to contact the school during school hours should the need arise.

## ***Our Discipline Policy***

If an adult at Meadowlark tells a student of a problem and he or she responds respectfully and corrects the problem, no further action will be taken.

- If the student is told of a problem and he or she responds disrespectfully, does not correct the problem, has repeated corrections, or if the offense is considered serious by the observant adult, the following procedure will be implemented:
  - The student will speak with the On Campus Administrator and/or Director.
  - The parent will be informed of the situation.
- At the discretion of Meadowlark's board, some offenses, such as, but not limited to, possession of firearms or illegal drugs, can result in immediate dismissal from Meadowlark. Dismissal results in the loss of all fees already paid to the co-op for the year and does not release the family from its obligation to pay any outstanding balance.

*If a parent or guardian wishes to meet with a staff member in regard to any discipline issue with their child, they must call the director and make an appointment.* Staff will not meet with any parent or guardian who walks in and asks to talk about a discipline issue without a previously scheduled appointment.

## ***Our Food Allergy Policy***

- Parents need to communicate to the director and teachers any allergies, their reasonable treatment, **and a written document stating this treatment plan.**
- Parents should demonstrate the use of an epi-pen, if needed for an emergency, to the teacher and staff at the beginning of every school year.
- Students with life threatening food allergies should keep their backpack stocked with needed emergency supplies and a copy of the written plan with them at all times.
- Parents are encouraged to do ongoing training with their child on how to advocate for themselves by learning to recognize if possible food contaminants are in the vicinity of the child and notifying an adult in charge.

- In specific classes where there is an issue, the teacher and director will do their best to communicate the food allergies to the other students and families,

## ***Our Courses Offered***

K-2nd Grade: a holistic class including subjects like calendar time, nature study, literature and activities, light PE, early writing.

3-4th Grade: Literature, Writing, Science and Art. Each will be a 60 minute block.

5-7th Grade: Literature, Writing, Science and Art. Each will be a 60 minute block.

8th-11th Grade: Literature, Writing, Science for the entire semester, Photography for half of the year and Christian Worldview the other half. Each will be a 60 minute block. However, Science for High School students only will have a required lab to be announced.

## ***Our Student Conduct Policy***

- Disrespect, whether verbal, written, physical, or in the form of destroying or taking another's property, will not be tolerated and will result in reprimand, parental contact, and possible suspension or expulsion. This issue will be dealt with on a case by case basis.
- Students are expected to extend respect to all teachers and staff by calling them Mr., Mrs., or Miss and then their last name.
- Respect will extend to the property of both Meadowlark and its host facility. Any student who disfigures the host facility or Meadowlark property or does any other physical damage to either will be required to pay for damages or items.
- Any damage, as mentioned above, done willfully will result in discipline at the discretion of the Director.
- Meadowlark staff reserves the right to search the personal property of any and all students without prior announcement. This includes student vehicles.
- Profanity and vulgarity will not be tolerated. Such speech, either verbal or written, will be grounds for suspension or expulsion.
- Neither will insulting, demeaning, or belittling words, whether written or verbal, towards another Meadowlark member be tolerated. This includes practical jokes that may in any way be offensive or embarrassing to a fellow student, teacher, parent, staff or Board member.

- While Meadowlark recognizes a student's right to use social media, if the staff or Board becomes aware of anything that may cause concern for the safety of Meadowlark members or creates an environment of divisiveness included in a student's social media, it will be treated in the same manner as if done on campus during Meadowlark hours.
- Any offense under the category of speech will be considered on a case by case basis and may result in reprimand, parental notification, suspension, expulsion, or dismissal from MeadowLark.
- Suspicion of cheating (including plagiarism) is grounds for removal from a class.
- We expect students to dress appropriately while at school or any school activity. The Board reserves the right to discuss any attire issues with students and parents at their discretion.
- Final decision for removal from a class will be at the discretion of the Board.
- Weapons are not allowed on MeadowLark premises or at any event or activity.
- This includes knives, whether of the hunting, pocket, or pen-knife variety.
- No cigarette lighters, matches, any other type of firestarter device or fireworks are allowed.
- All weapons will be confiscated and the parents notified. Confiscation may be done by searching a student's personal property or vehicle if MeadowLark staff have reason to believe that this is necessary.
- Bringing one of the above mentioned articles or any other type of weapon or use of the same can result in suspension or expulsion.
- Notification of law enforcement is up to the discretion of the Board and Director.

## ***Our Grading Policy***

The Meadowlark High School grading policy will follow the *South Carolina Uniform Grading Policy for High Schools*.

A= 90-100

B= 80-89

C= 70-79

D= 60-69

F= 0-69

(Letter grades will only be assigned to students who are in 8th grade or above.)

- It is expected by the teachers that the student will come to class with the assigned lessons/homework completed.
- Assignments should be turned in on the day that they are due. If they are not turned in, the classroom teacher will determine the corresponding consequence. Teachers are happy to work out alternative arrangements for prearranged or unexpected absences.
- **The parent is responsible for sending student's grades to their accountability group and recording this grade on their student's transcript.**

- NO PERMANENT RECORDS WILL BE KEPT BY MEADOWLARK.

## ***Our Cheating Policy***

All graded assignments, tests, and quizzes whether taken at home or in a Meadowlark classroom are to be done by the student without aide or input from any other source including but not limited to fellow students, parents, or solutions manuals in the parent's possession. If there are questions about class work, the student should speak to the teacher either before or after class.

- You may ask for help from a fellow student with homework assignments that are **not** graded.
- If a student gives help to another student, receives help from another student, or is found cheating by any other means on a graded assignment:
  - Parents will be informed.
  - Both students may receive a zero on the assignment.
  - Continued cheating may result in being dropped from all Meadowlark classes.
  - Parents should not give their student the answer keys to any book without total supervision. Some of the curriculum that we use have both the answers to daily work and the master tests in the same book. For this reason, the student should never have the answer key in his possession at home or at MeadowLark.
- Plagiarism is cheating. Students who plagiarize will receive a zero on the assignment.

## ***Our Parent and Teacher Responsibility Policy***

All Meadowlark teachers will undergo background checks and be current on all emergency policies and procedures.

**Teachers are expected to** teach all new concepts, answer questions for previous and upcoming lessons, lead class discussions, and assign the lessons for the students to complete each day at home until the class next meets. On Thursdays the teacher will answer questions from lessons done by the students the prior week, discuss new concepts in the upcoming lessons, and give assignments for the upcoming week.

**Students are expected to** remain in class during the period that they are assigned to be there. They may use the restroom and water fountain between classes, during the 10 minute break, and during lunch.

**Parents are expected to** supervise and assist their student in doing the assigned work at home.

- Parents are encouraged to remember that Meadowlark teachers are serving as partners in their student's education. This means that parents will need to be prepared to allow

for time in the student's week and to assist the student as needed to work on and complete any assignments that are given.

- Parents may need to actually go through the lesson, writing assignment, vocabulary, or whatever the current topic of study may be and review the material with their student in order for the student to complete assignments.
- If there are questions that the parent cannot answer about a lesson that would prohibit completion of an ungraded assignment, the student should first contact a fellow classmate for help. If it is a graded assignment, the student is welcome to email his teacher and ask for clarification.

## ***Our Health Policy***

Here are some general guidelines to follow if you are uncertain of whether or not to send your child to Meadowlark due to illness.

- Excessive cough or runny nose—clear, yellow, or green from nose, throat or eyes. The only exception to this is allergic symptoms that have been diagnosed as allergic.
- Bacterial infections that are treated by antibiotics—please make sure that your child has been on the antibiotic regimen at least 24 hours before returning to class—this would include such things as pink eye and strep throat.
- Vomiting, diarrhea, or fever—your child should be symptom free for at least 24 hours before coming to class.

## ***Our Absence Policy***

- If a student knows in advance that he/she will be absent from class, he/she should inform the teacher prior to the expected absence so that the teacher can supply the student with the work to be done.
- Assignments should be turned in before the absence unless arrangements are made with the teacher to turn them in on the day the student returns to class.
- In the event of illness or unexpected absence, parent and/or student must communicate with the teacher **on the day of the absence to make a plan** for turning in tests, quizzes, projects, or homework due on the day of the absence. Work due on the date of the absence is due as assigned unless arrangements are made with the teacher for an extended due date.
- If a student needs to arrive on campus late or leave early, the parent should notify both the teacher and the On Campus Administrator.
- In addition to notifying the teacher and Administrator, the student must turn in work due in their classes. Failure to do so will may result in a grade deduction on assignments not turned in for the classes missed that day.

Meadowlark Collective looks forward to partnering with parents in cultivating the virtue of their student in body, heart, and mind. We are grateful to even play a small role in helping a student

grow to know what he ought to know, and love what he ought to love! Working cooperatively as a people who love the Lord with all of our hearts, souls, and minds, and who seek to love our neighbors as we love ourselves (Matthew 22) and extending grace as we make our way, we can encourage each other toward these ends.

I agree to oversee my child's work, offering oversight and guidance but will let my child do his/her own work. I will instruct him/her in appropriate classroom etiquette and the proper behavior at the Meadowlark facility outlined in this document. I have read this policies and procedures manual and will make sure my child understands his/her responsibilities. I will also read all of the information I receive from Meadowlark and will make all payments by the dates due. I will be responsible for checking my email before each week's class for any messages. I realize if my child fails to comply with the signed contract he/she may be removed from class and/or Meadowlark. I also understand that admission to Meadowlark is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future school years.

**Parent Name (Print)** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Name of Student(s)**

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